Position Description

Title: Early Childhood Educator (Diploma Qualified)

Business Unit: Early Learning Services

Location: Ringwood

Employment type: Part-Time, Ongoing

Reports to: Early Learning Coordinator

About Uniting
Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia’s First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose
Our Early Childhood Co-Educators are responsible for the holistic safety, wellbeing and education of children within the service program. This includes building and fostering relationships that honour children's rights. Recognising that families are children's first teachers, educators engage and develop partnerships with parents, to support their child's learning.

In collaboration with the Lead Teacher, co-educators assist with the planning, preparation and delivery of the educational program and contribute toward the documentation of children’s learning and development. The program, based upon the children's individual and group abilities, interests and learning needs, encourages children to be curious and enthusiastic participants in their own learning.

Working as part of a team, co-educators actively contribute to a positive workplace culture, support continuous improvement and maintain professional work standards.

Scope

Budget: nil

People: nil

Relationships

Internal:
- Employees
- Early Learning Coordinator
- Parent Advisory Committee
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External
- Consumers
- Children
- Other community services providers as required

Key responsibility areas

Professional Practice
- Develop strong collaborative relationships with and between children through positive, ongoing communication
- Attend to the social, emotional, physical, educational and spiritual needs of children, on an individual and group basis
- Foster learning through play by consulting children about their interest and supporting them to learn about decision-making processes
- Comply with the National Education and Care Legislation
- Support the implementation of an approved learning framework
- Undertake detailed written observations of children and implement more formal assessment processes in collaboration with the Lead Teacher/Educator
- Support the maintenance of accurate records for each child
- Take responsibility for planning for individuals and or groups/experiences in consultation with the lead teacher
- Assist in the evaluation of programs in collaboration with the Lead Teacher/Educator
- Demonstrate a sound work ethic based upon the Code of Conduct and Code of Ethics (Early Childhood Australia)
- Provide a safe and hygienic environment consistently for everyone within the service
- Assist with the implementation of the daily routine, completing tasks and activities with minimal direction
- Assist in the preparation, general cleanliness and cleaning up and packing away of activities and learning environments

Professional Engagement
- Support the development of collaborative partnerships with families, encouraging them to participate in the program where appropriate
- Work positively and appropriately with all staff, parents, volunteers, students and sector colleagues as required
- Develop an awareness of community and external partnerships
- Contribute to the Quality Improvement Planning process

Professional Knowledge
- Maintain currency in skills and understandings of contemporary practice
- Comply with all relevant Uniting Policies and Procedures (including our Child Safe Environments Policy), as well as State and National Law and Regulations and the National Quality Standards
- Complete professional development to facilitate continuous improvement
- Demonstrate an awareness and respect of children’s differing strengths and requirements from culturally diverse, vulnerable and disadvantaged perspectives
- Demonstrate computer literacy at a competent level
- Actively contribute to the development and review of the service philosophy

Personal accountability
- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
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- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

| Qualifications | Diploma in Early Childhood Education or relevant qualification as recognised on the ACECQA list of approved qualifications.
|                | Current First Aid certificate and a current Anaphylaxis certificate
|                | Satisfactory National police check and Victorian Working with Children Check.

| Experience     | Demonstrated ability to work under direction but show initiative when working autonomously.
|                | Strong interpersonal skills and well developed oral and written communication skills.
|                | Demonstrated passion for working with young children in an education and care role.
|                | Demonstrated ability to participate as an active member of a team.

| Core selection criteria | Values alignment: ability to demonstrate and authentically promote Uniting’s values

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

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